



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION  
DON NELSON, Chair  
RICK WARD, Vice Chair  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

**Monday – March 9, 2015**

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

## **AGENDA** **4:00 PM Closed Session** **4:30 PM Open Session** **Placer County Personnel** **Training Room** **145 Fulweiler Avenue, Suite 200** **Auburn, CA** **530-889-4060**

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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**4:00 PM ROLL CALL**

### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

#### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM OPEN SESSION**

### **FLAG SALUTE**

- I. **REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.**
- II. **AGENDA APPROVAL**
- III. **MINUTES OF PREVIOUS MEETING – February 9, 2015**
- IV. **PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.
- V. **OLD BUSINESS - None**
- VI. **NEW BUSINESS**
  - A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

- B. Community Development Resource Agency (CDRA) –  
Reclassification request and non-competitive promotion of the  
Community Development Technician series:
1. The proposed revisions to the Assistant/Associate  
Community Development Technician and the Senior  
Community Development Technician classification  
specifications;
  2. The reclassification of one Assistant Community  
Development Technician position grade 79 (monthly \$4016-  
\$4881) in Facility Services Environmental Engineering to an  
Associate Community Development Technician position  
grade 91 (monthly \$4427-\$5381);
  3. The reclassification of one Associate Community  
Development Technician assigned to Community  
Development Resource Agency (CDRA) Environmental  
Coordination position grade 91 (monthly \$4427-\$5381) to a  
Senior Community Development Technician position grade  
103 (monthly 4881-\$5933); and
  4. The non-competitive promotion of the two incumbents to the  
recommended positions pursuant to County Code section  
3.08.480.
- C. Revisions to Chapter 3 of Placer County Code relating to the  
County's Public Agency List (PAEL) program.
- D. Request for approval of Work out of Class Pay pursuant to Placer  
County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned  
to the department(s) of Administrative Services and Sheriff's Office.

**VII. COMMUNICATIONS** - Reports to the Commission are informational items  
only. **(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence
- C. Commissioner comments

**VIII. ADJOURNMENT**

**Civil Service Commission 2015 Meeting Schedule**

March 23, 2015 – Special Meeting – Personnel Training Room  
April 13, 2015 – BOS Chambers (Tentative)  
May 11, 2015  
June 8, 2015  
July 13, 2015  
August 10, 2015  
September 14, 2015  
October 13, 2015 (Tuesday)  
November 9, 2015  
December 14, 2015

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**Date:** **March 9, 2015**  
**Subject:** Review of Merit Increases for Eligible Classified County Employees

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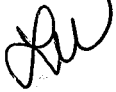
During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **March 9, 2015** pursuant to Section 3.04.650 of the County Code.

# MEMORANDUM

## PERSONNEL DEPARTMENT

### COUNTY OF PLACER

**To:** Civil Service Commission   
**From:** Lori Walsh, Personnel Director  
**By:** Janeen DuPree, Personnel Analyst II  
**Date:** March 9, 2015  
**Subject:** Community Development Technician Series Classification Study

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#### Recommendation

It is recommended that the Civil Service Commission approve:

1. The proposed revisions to the Assistant/Associate Community Development Technician and the Senior Community Development Technician classification specifications;
2. The reclassification of one Assistant Community Development Technician position grade 79 (monthly \$4016-\$4881) in Facility Services Environmental Engineering to an Associate Community Development Technician position grade 91 (monthly \$4427-\$5381);
3. The reclassification of one Associate Community Development Technician assigned to Community Development Resource Agency (CDRA) Environmental Coordination position grade 91 (monthly \$4427-\$5381) to a Senior Community Development Technician position grade 103 (monthly 4881-\$5933); and
4. The non-competitive promotion of the two incumbents to the recommended positions pursuant to County Code section 3.08.480.

#### Background

With "continuous improvement" as a guideline, the Placer County Board of Supervisors approved an agency-wide reorganization of the Community Development Resource Agency (CDRA) on September 28, 2010. The recommended changes were in response to the economic situation at that time, which had prompted the County to reevaluate its organizational effectiveness and to establish more efficient business operations and a sustainable organizational structure. Included in the reorganization was the removal of individual departmental designations within the Agency related to building, engineering and surveying, and planning, as well as the establishment of the Agency as a single department which would include building, engineering and surveying, and planning divisions, each reporting to the Community Development Resource Agency (CDRA) Director.

At that time, the class specifications for the Community Development Technician series had not been updated since 2006. As a result, a study of the Community Development Technician classification series was conducted by Personnel staff in collaboration with the incumbents from CDRA and Facility Services in an effort to ensure the information contained in various class specifications was still current and appropriate for the new organizational structure and that the

incumbents were appropriately classified. In June of 2014 minor changes were made to the Senior Community Development Technician class specification to include reference to the engineering and surveying service area and broaden the "Supervision Received" language.

### **Basis for Recommendation**

The proposed classification specification revisions are intended to achieve the following:

- Provide consistency regarding the designation changes within the Agency from individual departments to divisions,
- More accurately reflect the current organizational structure and scope of work to be performed across the entire Agency rather than in one of three designated divisions,
- Identify the level (Assistant Associate, or Senior) at which work is assigned and completed, and
- Provide the flexibility for supervisors to assign work across functional areas of responsibility which supports the Agency cross-training and succession planning efforts.

At the time of the study, all incumbents submitted a position inventory questionnaire (PIQ) and were interviewed, two of which required reclassifications based on duties performed. Recommendations below are based on the information provided in the PIQs, as well as follow up conversations with incumbents, department management staff and immediate supervisors.

### ***CDRA Environmental Coordination***

The current incumbent assigned to support the CDRA Environmental Coordinator position is working at a level higher than her current classification of Associate Community Development Technician and is performing duties ascribed to the Senior Community Development Technician classification, including, but not limited to, the following:

- Performs the more complex site plan review in support of planning; serves as a technical resource to staff and the public in the interpretation and application of permit guidelines.
- Compiles, reviews, and prepares California Environmental Quality Act (CEQA) documents for the plan review.
- Prepares correspondence and notifications providing and requesting information from customers related to application materials and permits.
- Serves as the liaison between the Agency and the public, providing information regarding the entire permit process, requirements and regulations.
- Makes independent decisions pertaining to state CEQA guidelines and timelines.
- Acts as the initial point of contact and primary technical support to the Environmental Coordinator position.

### ***Facility Services Environmental Engineering***

During the same period as the 2010 reorganization, an Assistant Community Development Technician transferred to the Environmental Engineering division of the Facility Services department in order to provide support and perform permitting and development functions related to wastewater. Since that time, the scope of work for this position has evolved to include working

in the land use development permit system, Accela, with responsibility for preparing, maintaining and calculating sewer service charges and sewer related research and permitting. The current incumbent assigned to Facility Services Environmental Engineering performing wastewater functions is working at an equivalent level to that of an Associate Community Development Technician including, but not limited to, the following:

- Performs permitting process duties in the land use system, Accela, including assigning permit numbers.
- Makes mathematical calculations related to permit and associated fees.
- Bills for service charges that are exempt from property taxes.
- Performs parcel, permit and zoning research.
- Makes preliminary determinations regarding environmental review requirements and provides information to customers.
- Gathers and interprets wastewater information on maps.

Wastewater functions have traditionally been performed at the Associate level in Facility Services. Because Facility Services does not have a Senior level allocation and staff does not anticipate a future need, it was determined that adding additional language specific to wastewater functions in the Senior Community Development Technician classification specification was not needed.

Based on the information presented, including a review of the incumbents' responses to the proposed classifications, the Personnel Department recommends the reclassification of one Facility Services Assistant Community Development Technician to an Associate Community Development Technician classification and one CDRA Associate Community Development Technician to a Senior Community Development Technician classification.

The County Executive's Office and the Placer Public Employees Organization have reviewed this information and concur with the Personnel Department's recommendation. As provided by Chapter 3, Section 3.08.520, each study participant has had an opportunity to review the study's recommendations for his/her position and has been notified of the opportunity to formally appeal the recommendation to your Commission specifically for his/her position. Feedback obtained during the initial review process was considered and incorporated into the final recommendations.

Attached for your review are copies of the class specifications for Assistant/Associate Community Development Technician and Senior Community Development Technician in add/delete format and the position inventory questionnaires for the two incumbents with recommended reclassifications, including employee responses.

cc: Michael Johnson, Community Development Resource Agency Director  
Mary Dietrich, Facility Services Director  
Bryan Hacker, Senior Management Analyst  
Gretchen Nedved, Senior Management Analyst  
James Britton, Business Representative, Placer Public Employees Organization  
Maywan Krach, CDRA Incumbent  
Robert Jones, Facility Services Incumbent

**ASSISTANT COMMUNITY DEVELOPMENT TECHNICIAN  
ASSOCIATE COMMUNITY DEVELOPMENT TECHNICIAN**

**DEFINITION**

To receive, review, and process a variety of permits in one or more specialized land use areas; to perform a variety of research related to the permitting process, land development issues, and County requirements and regulations; and depending on assignment, to provide information and explanation to the public by telephone and at the public counter regarding permitting requirements and process and County requirements and regulations.

**DISTINGUISHING CHARACTERISTICS**

**Assistant Community Development Technician:** This is the first working level in the Community Development Technician series. This class is distinguished from the Associate level by performance of the more routine tasks and duties assigned to positions within the series that do not require an in-depth and comprehensive knowledge of building, ~~code enforcement, environmental health, planning~~ planning, engineering and surveying or wastewater public works-related codes and terminology or by the performance of duties involving less complex permitting tasks. Positions may be assigned to perform duties related to building, ~~code enforcement, environmental health, planning, engineering and surveying or wastewater public works~~/engineering services. Depending on assignment, employees at this level may not be expected to perform with the same independence of direction and judgment on matters allocated to higher level classifications either because the duties are more transactional or the permitting process is less complex.

**Associate Community Development Technician:** This is the second working level within the Community Development Technician series. Incumbents are expected to perform the full range of permit processing duties related to building, ~~code enforcement, environmental health, planning, engineering and surveying or wastewater public works~~/engineering services. This class is distinguished from the Senior Community Development Technician in that the latter either exercises technical and functional supervision over others, performs the most ~~complex~~ complex building, engineering and surveying, planning, or building-wastewater functions, or has demonstrated competencies involving the entire permitting process in multiple functional areas. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level upon demonstration of competency and knowledge involving the permit process, land use function, and County requirements and regulations. In some cases, depending on the complexity of duties and job performance, an employee may remain classified at the Assistant Community Development Technician level indefinitely.

**SUPERVISION RECEIVED AND EXERCISED**

**Assistant Community Development Technician**

Receives supervision from department management or supervisory staff a-Supervising ~~Community Development Technician~~ and may receive technical or functional supervision from other technical or professional personnel.

### **Associate Community Development Technician**

Receives supervision from ~~department management or supervisory staff~~ a ~~Supervising Community Development Technician~~ and may receive technical or functional supervision from other technical or professional personnel.

#### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

*~~For all options:~~*

- Accepts applications for structural and wastewater permits and begins permitting process by entering information into land use system to initiate permit; assigns permit numbers; and accepts fees.
- Accepts and logs commercial and residential plans and associated documents for plan checking; processes, prepares, and issues permits; makes mathematical calculations related to permit and associated fees; accepts fees and issues receipts for permits; balances and prepares daily deposit of fees collected.
- Bills for service charges that are exempt from property taxes.
- Accepts and processes a variety of applications and reviews for compliance with land use standards and regulations.
- Performs site plan review.
- Performs basic parcel, -permit and zoning research of parcel and/or obtains permit history regarding parcel zoning, land use and subdivision restrictions to the public which may involve multiple County departments.
- Reviews commercial and home occupation business licenses for compliance with land use standards and regulations.
- Tracks a variety of information including inspection schedules.
- Gathers and interprets utility line information; locates utility easements and other encumbrance lines on maps.
- Reviews as-built maps prior to issuing permits; updates maps and Assessor's pages as needed.
- Makes preliminary determinations regarding environmental review requirements; provides information regarding environmental review process to customers.
- Provides information to customers regarding hearing process and pre-development meetings.
- Builds and maintains positive working relationships with coworkers, other County employees, and the public using principles of good customer services.



- Prepares correspondence and notifications providing and requesting information from customers related to application materials and permit.
- Provides information to the public by telephone or at the public counter regarding applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process and County regulations and requirements; assists the public in completing and processing various permits.
- Interacts with other County departments and/or outside agencies as needed.
- Prepares and distributes a variety of self-help related materials pertaining to the permitting process.
- Performs related duties as assigned.

*For Building Option:*

- ~~Accepts applications for structural permits.~~

*For Code Enforcement Option:*

- ~~Conducts permit research involving multiple County departments in support of Code Enforcement Officers.~~
- ~~Receives and reviews information received regarding code violations.~~
- ~~Prepares correspondence to residents regarding code enforcement violations.~~
- ~~Tracks a variety of information including inspection schedules~~

*For Engineering and Surveying Option:*

- ~~Gathers and interprets sewer line information; locates sewer lines on maps.~~
- ~~Reviews as-built maps prior to issuing permits; updates maps and Assessor's pages as needed.~~

*For Environmental Health Option:*

- ~~Conducts routine inspection such as swimming pool, well, and bear bin inspections.~~
- ~~Receives and logs complaints pertaining to environmental health related issues.~~

*For Planning Option:*

- ~~Receives requests for zoning information; performs research using parcel number and provides information regarding parcel zoning, land use, and subdivision restrictions to the public.~~
- ~~Makes preliminary determinations regarding environmental review requirements; provides information regarding environmental review process to customers.~~

- Provides information to customers regarding hearing process and pre-development meetings.

*For Front Counter Assignment:*

- Provides information to the public by telephone or at the public counter regarding applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process and County regulations and requirements; assists the public in completing and processing various permits.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of customer service and public contact.
- Basic arithmetic and mathematical calculations.
- Clear, effective and correct use of oral and written English including spelling grammar, vocabulary and punctuation.
- Advanced operation of varied office equipment including computers and associated word processing, spreadsheets, and specialized application.
- Methods of filing and tracking information.
- Letter composition.

### **Ability to:**

- On a continuous basis, sit at a desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; and occasionally lift moderate weight.
- On a continuous basis, know and understand assigned aspects of the job; identify and interpret technical and numerical permit processing activities; explain permitting process and procedures and County regulations and requirements to the public.
- Obtain information through interviews and dialogue; work fairly and courteously with the public; simultaneously process multiple permits; and work effectively with frequent interruption.
- Use a variety of modern office equipment, including but not limited to, computer, calculator, typewriter, telephone, facsimile machine, microfilm reader/printer, and photocopy machine.
- Communicate clearly and concisely, both orally and in writing.
- Clearly and concisely explain permit requirements and procedures to those less knowledgeable.

- Establish and maintain effective working relationships with coworkers, supervisors, other County employees, outside agencies, and the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Analyze situations quickly and objectively and determine appropriate course of action.
- Effectively use automated permit systems.

### **Assistant Community Development Technician**

#### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

One year of general office support experience that involved substantial public contact. Experience related to community development activities and functions highly desirable.

#### **Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training or coursework in drafting, principles of real estate, planning, construction, geometry, trigonometry, physics, hydrology, geography, economics, demography, or related field is highly desirable. ~~for assignment in Planning, Public Works, or Building. Additional specialized training or coursework in chemistry, biology, physics, toxicology, or related field is highly desirable for assignment in Environmental Health.~~

### **Associate Community Development Technician**

In addition to the qualifications for Assistant Community Development Technician:

#### **Knowledge of:**

- Local ordinances and State statutes relative to land use, land development, and permitting process.
- Policies and procedures of the Community Development/Resource Agency and assigned department.
- Technical resource materials and information sources applicable to land development related activities.
- Agency and department specific software systems.

#### **Ability to:**

- Interpret and apply applicable ordinances, statutes and departmental procedures and policies.

- Read and interpret a variety of plans, maps, drawing, construction documents and specifications in the course of conducting research.
- Coordinate various permitting processes.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years of responsible permit processing experience comparable to an Assistant Community Development Technician with Placer County.

#### **Training:**

Equivalent to completion of the twelfth grade. Additional specialized training or coursework in drafting, principles of real estate, planning, construction, geometry, trigonometry, physics, geography, hydrology, economics, demography, or related field is highly desirable. ~~for assignment in Planning, Public Works, or Building. Additional specialized training or coursework in chemistry, biology, physics, toxicology, or related field is highly desirable for assignment in Environmental Health.~~

#### **License of Certificate**

May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

- Process and track Negative Declaration projects (see timeline for more details)
  - review and accept EQ application for distribution
  - coordinate review cycles with inter-departmental staff and any required outside agencies to meet the timelines stipulated in Public Resource Code
  - review and accept resubmittal(s) for distribution until EQ application is deemed complete
  - review, coordinate and compile environmental document for internal review
  - prepare and complete CEQA-required 30-day public review with legal notice and necessary distribution on Federal, State, and local levels
  - distribute public comments, if any, to all parties involved
  - work with staff in case of possible revision to environmental document
  - monitor hearing process and progress to file final, time-sensitive CEQA document (NOD) upon project approval
  - digitize project file according to County standards
- Process and track EIR projects
  - see timeline and Technician's Manual for extensive details, including but not limited to
    - ✓ Process EIR contract/contract amendment and monitor EIR account management
      - distribute scope of work for review
      - prepare EIR contract for signing
      - coordinate with CDRA administration on account management
    - ✓ Assist in the review of EIR for Scope of Work, formatting, Table of Contents, list of commenters & preparers
- Process CEQA projects from outside agencies for County review
- Assist and support Environmental Coordinator in environmental review process
- Assist and support Planning function when special assignments are engaged
- Provide assistance to ECS secretary as needed
- Maintain ECS website, including but not limited to
  - post environmental documents (MNDs & EIRs) on the web for public review
  - post Active CEQA Projects List for BOS and the public
  - update ECS forms and applications as needed
- Prepare and file Notice of Exemption for CEQA exempt projects
- Store and keep an inventory of public and private EIRs (hardcopy and/or CDs) in permanent library
- Organize and maintain ECS Resource Library
- Create, formulate and update standard forms and documents on County's "O" drive for staff access, including ECS Procedures Manual and Technician's Manual
- Administer a variety of reports and statistics, including but not limited to
  - weekly project tracking for internal use
  - monthly EIR status reports, Active CEQA Projects List, etc.
  - quarterly statistics for managers
- Attend professional workshop and training to stay current with CEQA regulations, County ordinances, as well as computer and Land Use systems(PLUS)
- Participate in the design of workflow and function in current CDRA data management and archival programs (PLUS/Accela/SIRE)

## **SENIOR COMMUNITY DEVELOPMENT TECHNICIAN**

### **DEFINITION**

To receive, review, and process a variety of permits in one or more specialized land use areas; to perform the more complex research related to the permitting process, land development issues, and County requirements and regulations; and to provide information and explanation to the public by telephone and at the public counter regarding permitting requirements and processes and County requirements and regulations.

### **DISTINGUISHING CHARACTERISTICS**

This is the third working level class in the Community Development Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing lead duties, performing the more complex planning, engineering and surveying and/or building functions, or by performing duties that demonstrate competencies in multiple specialized areas of the permitting process. Employees perform the most difficult and responsible types of duties assigned to classes within this series which may include technical and functional supervision of technical and clerical personnel. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and have technical knowledge of planning and building related codes and terminology or multiple specialized areas of permitting process.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a professional or management level position.  
May exercise technical and functional supervision over technical and clerical personnel.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

- Provides information to the public by telephone or at the public counter regarding applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process and County regulations and requirements; assists the public in completing and processing various permits.

- Accepts and processes a variety of applications and reviews for completeness and compliance with land use standards and regulations; makes mathematical calculations related to permit and associated fees; accepts fees and issues receipts for permits; balances and prepares daily deposit of fees collected.
- Performs the more complex site plan review in support of the planning and/or building function; serves as a technical resource to lower level staff and the public in the interpretation and application of permit guidelines.
- Performs the more complex research involving parcel and permit history.
- Accepts, logs, and reviews commercial and residential plans and associated documents for plan checking; processes, prepares, and issues permits.
- Assists in developing and revising policies and procedures related to the permit process.
- Works on special projects as assigned.
- Builds and maintains positive working relationships with coworkers, other County employees, and the public using principles of good customer service.
- Interacts with other County departments and/or outside agencies as needed.
- Prepares correspondence and notifications providing and requesting information from customers related to application materials and permit. May serve as backup to Community Development Supervisor in his/her absence.
- May train and lead lower level technical and/or clerical staff in technical and procedural aspects of land use regulations, in local and State land use and development requirements, and in Agency and Departmental policies and procedures; may exercise technical and functional supervision over technical and/or clerical staff.
- May serve as liaison between the Agency and the public, providing information regarding the entire permit process, requirements, and regulations.
- May serve as technical advisor to less experienced Community Development Technicians.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Local ordinances and State statutes relative to land use, land development, and permitting process.
- Advanced principles and practices of customer service and public contact.
- Clear, effective, and correct use of oral and written English including spelling, grammar, vocabulary, and punctuation.
- Policies and procedures related to land development, permit process, zone changes and variances, use permits, occupancy requirements, code enforcement, and related County requirements and regulations.
- Advanced operation of varied office equipment, including computers and associated word processing, spreadsheet, and specialized applications.
- Technical resource materials and information sources applicable to land development related activities.
- Agency and department specific software systems.
- Principles and practices of research.
- Arithmetic and mathematical calculations.
- Principles of technical and functional supervision.
- Letter composition.
- Methods of filing and tracking information.

**Ability to:**

- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; and occasionally lift moderate weight.
- On a continuous basis, know and understand assigned aspects of the job; identify and interpret technical and numerical permit processing activities; explain permitting process and procedures and County regulations and requirements to the public.
- Obtain information through interviews and dialogue; work fairly and courteously with the public; simultaneously process multiple permits; and work effectively with frequent interruption.



- Read and interpret a variety of plans, maps, drawing, construction documents and specifications.
- Use a variety of modern office equipment, including but not limited to, computer, calculator, typewriter, telephone, facsimile machine, microfilm reader/printer, and photocopy machine.
- Communicate clearly and concisely, both orally and in writing.
- Clearly and concisely explain complex requirements and procedures to those less knowledgeable.
- Establish and maintain effective working relationships with coworkers, supervisors, other County employees, outside agencies, and the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Analyze situations quickly and objectively and determine appropriate course of action.
- Train, assign, and review the work of technical and/or clerical staff.
- Assume a lead role to less experienced staff and work independently in the absence of supervision.
- Use independent judgment to resolve a variety of issues.
- Compile, analyze, and evaluate a variety of technical information related to the land use function.
- Effectively use automated permit systems.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years of responsible journey level experience comparable to an Associate Community Development Technician with Placer County.

#### **Training:**

Equivalent to 60 semester units of college coursework in drafting, principles of real estate, planning, construction, geometry, trigonometry, physics, geography, hydrology, economics, demography or related field is highly desirable.

**License or Certification**

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

COUNTY OF PLACER  
POSITION INVENTORY QUESTIONNAIRE

SECTION I – POSITION INFORMATION

Classification Title Requested: Community Development Technician

Working Title: Community Development Technician - Assistant

Department/Division: Facility Services / Environmental Engineering

Work Phone Number: 530-886-4926

Work Hours and/or Shift Schedule: Mon-Fri / 8am-5pm

SECTION II - POSITION INFORMATION

1. MAIN FOCUS OF THIS POSITION

Please describe the main focus of this position in two or three sentences.

To provide a variety of complex administrative duties in support of county wastewater services and compliance with county code article 13.12 including land development project review, permitting, engineering support, billing, reporting, public information and assistance.

LIST OF DUTIES

A duty is a major responsibility assigned to a position; however a duty could include many tasks.

List the most significant duties assigned to this position (a minimum of the top 6 to 10). Then rank the duties by importance or priority and assign a percentage of time (either % of time or hours/day, week, month) that will be spent performing that area of responsibility.

<u>Priority</u>	<u>List of Duties</u>	<u>Frequency</u>
1	Billing – I independently track and bill a variety of sewer-related charges, including the annual Tax Roll billing (>\$16m), annual Direct billing (>\$1m), and quarterly Groundwater remediation (>\$5k). For the direct billing I coordinate resources to review changes from the previous year and track and age billings.	16 hrs/mo
1	Sewer Fee Calculations – This involves research, complex calculations, in-depth knowledge of the Sewer Ordinance, contact with developers and interaction with Department Engineers.	32 hrs/mo
1	Permit Processing – I troubleshoot issues for developers to determine why permits have not been processed, perform	22 hrs/mo

	research in PLUS and facilitate inspections for developers. Additionally, I review all sewer permits to determine compliance with the fee structure and institute corrections as necessary.	
<u>1</u>	In support of the Department's Engineers I perform research on a variety of land development issues, report my findings and give recommendations based upon compliance with the Sewer Ordinance.	<u>20 hrs/mo</u>
<u>1</u>	I am the initial Department contact for public inquiries regarding sewer-related questions including sewer connection data, fees, refunds, reimbursements, and inspection coordination. I answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary, prepare correspondence as necessary	<u>20 hrs/mo</u>
<u>2</u>	I compile information for budget reporting purposes for capital projects and district expenses	<u>12 hrs/mo</u>
<u>2</u>	I coordinate with Accounting to prepare connection fee reports for the City of Roseville and Sacramento County to insure compliance with inter-agency agreements	<u>4 hrs/mo</u>
<u>2</u>	I independently interact with the public and developers regarding annexations, reimbursement agreements and refunds. I determine the proper documentation, and prepare and process same, including routine Board memos for annexations. For more complex situations I review the data and make recommendations regarding the outcome.	<u>8 hrs/mo</u>
<u>2</u>	I maintain the Sewer Maintenance System (SMS) database for the tax roll charges. This includes entering permit information from PLUS, reviewing large amounts of data for integrity and updating fee charges as required.	<u>12 hrs/mo</u>
<u>2</u>	I coordinate with our solid waste Franchisees for collection of delinquent charges. This includes preparing a schedule for the Franchisees, review of charges, mailing notification letters, preparation of a Board memo and inclusion of the delinquent charges on the property taxes.	<u>4 hrs/mo</u>
<u>3</u>	I maintain the division timesheet and purchasing coding spreadsheet insuring accurate information is available for staff	<u>4 hrs/mo</u>
<u>3</u>	On an annual basis I research ENR and CPI increases, report the results used for increase of connection fees and other charges.	<u>1 hr/mo</u>
<u>3</u>	Maintain the APN books for department and inform CDRA.	<u>4 hrs/mo</u>
<u>3</u>	On a monthly basis I prepare an overtime/comp time report for the Utilities Department.	<u>1 hr/mo</u>

### 3. KNOWLEDGE, SKILLS AND ABILITIES

Every job requires some combination of knowledge; skill and/or ability (KSA) to perform assigned duties.

#### Definitions

A Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

An ability is an observable behavior or aptitude related to a duty.

#### Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a back hoe.

Ability to analyze and prepare technical reports.

#### Knowledge, Skills and Abilities

Required  
/Learned

- Principles and practices of local government administration, regulation, organization and functions. (learned)
- Computer systems and software, including word processing, data base, spreadsheet and accounting applications. (required)
- Report preparation, record keeping techniques for maintaining technical and accounting data. (learned)
- English usage, spelling, punctuation and grammar; Mathematics, including statistics, algebra and geometry. (required)
- Modern office procedures, methods and computer equipment. (required)

#### Skill and Ability:

- Analyze reports and plans, work on special projects; identify and interpret technical and numerical information; know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policy and procedures. (learned)
- Understand and interpret recorded documents, maps, plans, specifications, conditions of approval and contracts. (learned)
- Develop and implement guidelines and procedures. (learned)
- Determine effective method of research and compile data and present in form most likely to enhance understanding. (required)
- Work with various cultural and ethnic groups in a tactful and effective manner. (required)
- Establish and maintain effective working relationships. (required)
- Analyze situations quickly and objectively to determine proper course of action. (required)
- Obtain information through interview to determine applicable information to project or issue at hand; effectively handle multiple assignments; work with interruption; and assist public in professional and courteous manner. (required)

#### 4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency required to perform assigned duties.

None

#### 5. BUDGET RESPONSIBILITY

List any responsibility for Budgets. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

On a monthly basis I compile expenditure data for 4-5 Capital Projects and 11 Enterprise funds. The budgets range from \$100,000 to \$8m.

Total Budget \$

#### 6. HARDWARE & SOFTWARE/APPLICATIONS

List the primary computer hardware and software applications that will be used in the performance of assigned duties and the level of responsibility the incumbent will have.

Hardware

Frequency

Software/applications

Frequency

Placer Land Use System

Daily

Sewer Maintenance System

Daily

Performance Accounting System

Monthly

Megabyte Property Tax System

Daily

SIRE (Electronic Content Management System)

Weekly

HDL, Business Licenses

Monthly

Microsoft Office Suite

Daily

#### 7. CONTACTS

List those people this position will have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

#### A. Inside the organization

Kathy Kane – Supervisor (daily)  
Kristy Ames, Neal Berryman – Inspections, tech. assist (daily)  
Heather Knutson – land development (daily)  
Laura Miller – dept. secretary (daily)  
Robin Mahoney – engineering (monthly)  
Kathy Warmuth – flow data reporting (quarterly)  
Stephanie Ulmer – WRSL/MRF direct billing (annually)  
Debra Erickson, Ed Bedell – CDRA front counter staff (daily)  
Sandra Breckon – accounting (weekly)  
Vicki Grenier – accounting (monthly)  
Misc Facility Services staff overseeing capital projects/expense reporting (monthly)  
Matt Bartholomew – ESD improvement plans (monthly)  
Ed Nolan/Kelly Berger – PLUS system requests (as needed)

#### B. Outside the organization

Janet Vargas (City of Roseville), Charley Clark (SPMUD) -Roseville connections reporting (monthly)  
Steve Herrera (Herrera Engineering Consultants, Inc.) -Groundwater remediation (qtrly)  
Stephen Lane (Applied Engineering and Geology, Inc) -Groundwater remediation (qtrly)  
Laura Bandanza (Recology) -Solid Waste Delinquents (annually)  
Janet Schueller (TTSD) -Solid Waste Delinquents (annually)  
Shari Conley (City of Auburn) - Auburn Airport/direct billing (annually)  
Patti Parmenter (Miltenyi Biotec, Inc.) -Direct Billing (annually)  
Mike Kitchell, Carol Whit, Heather Cameron, Jennifer Banville (school districts) -Direct Billing (annually)  
Developers/Property Owners/Title Company Staff - Public Inquiries (daily)

### 8. DECISION MAKING

A. List some examples of decisions or commitments regularly and independently made in the performance of assigned duties.

- Sewer Fee Calculations – make recommendations with supportive data with regard to complex sewer fee calculations.
- Public inquiries – Assess customer's immediate needs and ensure completion and accuracy of information provided and determine staffing or

departments/process that need to be communicated.

- Planning and prioritization of workload and daily tasks to meet scheduled deadlines.
- Coordinate/Plan direct billing process which requires oversight of multiple tasks/activities to be completed on time to meet overall delivery date.
- Evaluation of refund requests, annexation and reimbursement agreement requests for initial screening to determine if it meets requirements.

#### 10. SUPERVISION EXERCISED

A. Does this position serve in a supervisory capacity over others?

Please list the job title(s) this position will exercise supervision over.

Job Title  
N/A

B. What Kind of Supervision IS Exercised? NA

Please check the statements that apply to this position.

- ☐ Train others in assigned duties
- ☐ Assign work to other employees
- ☐ Review the work of other employees
- ☐ Evaluate the work of other employees
- ☐ Provide information on employee evaluations
- ☐ Conduct employee performance evaluations
- ☐ Recommend disciplinary action for employees
- ☐ Formally discipline employees
- ☐ Recommend hiring and firing of employees
- ☐ Hire and fire employees

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of the position being requested.

Mary Wietrich  
Signature of Appointing Authority

Date 7-23-13



**Placer County Community Development Resource Agency  
Community Development Technician Series Classification Study  
Review/Feedback Form**

Complete and return this review form to Janeen DuPree, Placer County Personnel by  
Wednesday, January 14, 2015:

---

Your Name Robert Jones

Current Title  
For Regular  
Position Community Development  
Technician – Assistant

Proposed Title  
for Regular  
Position Community Development  
Technician – Assistant/Associate

Work Unit Dept. of Facility Services  
Environmental Engineering Division

Work Phone 530-886-4926

Work Address 11476 C Avenue  
Auburn, CA 95603

E-mail Address bdjones@placer.ca.gov

☐

I would suggest the following changes to the class specification: None

☒

I disagree with the proposed allocation for my position:

- 1.) A more accurate title is: Community Development Technician – Associate
- 2.) The specific **Duties and Responsibilities** that are assigned to my current position which qualify it for the class stated in #1 above are:

**A. Implementation of New Land Development Software (Accela) and Permitting Process Changes:** In the year since this position classification study commenced, land development software has been implemented. With this implementation, my duties regarding sewer-related land development issues have been modified. I estimate that with the changes in duties, I spend **approximately 70% of my time on sewer-related land development duties.**

These include the duties previously delineated in my classification study, as well as the following:

- a. I am now the first line of communication with the public regarding all sewer-related land development questions for the Environmental Engineering Division. I provide information and explanation to the public by telephone and in person regarding sewer permitting requirements and process and County requirements and regulations. In this capacity I also review information provided by applicants and questions from other Community Development Technicians to make non-routine determinations regarding sewer availability, type of service available, etc. In order to make these determinations, I must gather and interpret sewer line information; locate sewer lines on maps and understand the various rules, requirements and Ordinances regarding when and under what circumstances connections to the sewer are allowed. **I spend approximately 40% of my time on public inquiries.**
  - b. For the more complicated commercial sewer permits, after I have reviewed the as-built maps and the building plans and determined the sewer fees, I now create the sewer permit in Accela, including entering all required information as well as the fees, and download the sewer fee calculation into the system. **I spend approximately 25% of my time on sewer fee calculations.**
  - c. I maintain and review the information in Accela and assign inspections, and other workflow for sewer-related land development issues. Additionally, I update maps and Assessor's pages as needed. **I spend approximately 5% of my time on these tasks.**
- B. The other 30% of my time is spent on preparing, maintaining and calculating sewer service charges for a variety of specialized purposes:
- a. Direct billing of sewer service charges for properties that are exempt from property taxes. This entails a fairly complex procedure of research, site visits and calculations. This generates approximately \$1.5 million in revenue for the various sewer districts. **I spend approximately 15% of my time working on this project.** It is due each year prior to April.
  - b. Property Tax Sewer Service Charges – This generates the majority of revenue for our 11 sewer districts, in the approximate amount of \$14.5 million. Any errors in this process are extremely problematic. **I spend 10% of my time working on this project.**
  - c. Various other payments, miscellaneous reports, etc. which accounts for **approximately 5% of my time.**
- C. **Difference between Administrative Technician (Admin Tech) and Community Development Technician (CD Tech):** An examination of the job specifications for the Admin Tech and the CD Tech reveals that the major factor which elevates a position to the CD Tech are the requirements regarding specialized knowledge in regard to permitting and research related to land development issues and County requirements and regulations. As delineated

above, I spend approximately 70% of my time on sewer-related land development permitting and public contact. The definition of a Community Development Technician is:

To receive, review and process a variety of permits in one or more specialized land use areas; to perform a variety of research related to the permitting process, land development issues, and County requirements and regulations; and depending on assignment, to provide information and explanation to the public by telephone and at the public counter regarding permitting requirements and process and County requirements and regulations.

Several of the CD Techs work only for one discipline, such as the planning and environmental CD Techs. Therefore my specializing in sewer-related land development should not preclude my position from being a Community Development Technician.

I believe that based upon the change of circumstances and the delineation of my current duties as described above, that my current position is as a Community Development Technician – Associate.

I am available to answer any questions. Thank you for your consideration

Maywan Krach

COUNTY OF PLACER  
POSITION INVENTORY QUESTIONNAIRE

SECTION I – POSITION INFORMATION

**Classification Title Requested:** Community Development Technician

**Working Title:** Environmental Coordination Services Technician

**Department/Division:** CDRA

**Work Phone Number:** 530-745-3132

**Work Hours and/or Shift Schedule:**  
40 hours/week (8am-5pm or 9/80 schedule)

**RECEIVED**  
AUG 14 2013

Placer County Personnel

SECTION II - POSITION INFORMATION

**1. MAIN FOCUS OF THIS POSITION** (Please describe the main focus of this position in two or three sentences.)

To manage the process of preparing CEQA documents for discretionary projects from inception to completion; to assist and support the Environmental Coordinator, County staff, project applicants and consultants with the environmental review process; to review and administer EIR contracts; and to provide coordination services to departments, applicants, consultants, agencies, and the public on CEQA-related issues.

**2. LIST OF DUTIES**

A duty is a major responsibility assigned to a position; however a duty could include many tasks. List the most significant duties assigned to this position (a minimum of the top 6 to 10). Then rank the duties by importance or priority and assign a percentage of time (either % of time or hours/day, week, month) that will be spent performing that area of responsibility.

Priority	List of Duties	Time Spent (100%)
1	Working independently in the processing of Predevelopment Meeting Requests and discretionary projects subject to CEQA; assisting in the preparation of all CEQA documents, such as Environmental Impact Report, Negative Declaration, Notice of Determination, and Notice of Exemption; and complying with all public noticing requirements, such as Notice of Intent and Notice of Availability	40%
2	Identifying and interpreting application materials for proper distribution as well as alerting management of critical project-related issues; Managing staff deadlines in a time-sensitive environment	10%

3	Tracking projects subject to CEQA and administering a variety of reports and statistics, including monthly EIR status reports, active CEQA projects list, quarterly statistics, etc.	5%
4	Administering EIR contract and/or amendment signing, including Scope of Work review and contract preparation; coordinating with CDRA administration on account management	4%
5	Assisting in the review of EIR for formatting, Table of Contents, and list of commenters & preparers	2%
6	Troubleshooting and finding workable solutions when conflicts arise or assignments past due; Making appropriate decisions when project information is not clearly defined	5%
7	Being a strong, competent liaison among applicants, owners, County staff, EIR consultants, public agencies, and private citizens	5%
8	Assisting and supporting the Environmental Coordinator in environmental review process	5%
9	Creating, formulating and updating standard forms and documents on County's "O" drive for staff access, including ECS Procedures Manual and Technician's Manual	5%
10	Organizing, safeguarding, and digitizing all CEQA project files, including safeguarding the EIR library	5%
11	Coordinating efforts in the processing of "Specific Plan" projects and outside agency projects	2%
12	Maintaining ECS website and posting environmental documents (MNDs & EIRs) on the web for public review	2%
13	Customer service, office work, and other duties as assigned (see the attached job description)	10%

### 3. KNOWLEDGE, SKILLS AND ABILITIES

Every job requires some combination of knowledge; skill and/or ability (KSA) to perform assigned duties.

#### Definitions

A Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

An ability is an observable behavior or aptitude related to a duty.

#### Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a backhoe.

Ability to analyze and prepare technical reports.

Knowledge, Skills and Abilities	Required/ Learned
Knowledge of Federal, State and local environmental laws and regulations, including the California Environmental Quality Act and Placer County Environmental Review Ordinance (K)	R
County customer service objectives and strategies (K)	R
Proficient in Microsoft Office software programs, including Outlook, Word,	R

Excel, Powerpoint, and Publisher (S)	
Proficient in Sitecore (web posting) and PLUS (land use program) (S)	L
Plan, coordinate, and monitor CEQA projects (A)	R
Organize and handle multiple projects simultaneously; prioritize complex workload; meet deadlines under challenging conditions (A)	R
Analyze situations quickly and objectively; apply appropriate elements of decision-making and determine the proper course of action (A)	R
Coordinate and monitor the work of multi-disciplinary staff and consultants; act as a resource to staff, provide input to staff regarding sensitive and/or complex issues (A)	R
Assess customer's immediate needs and ensure customer's receipt of needed services through personal service or referral; provide prompt, efficient and responsive service (A)	R
Establish and maintain effective working relationships with those contacted in the course of work (A)	R
Communicate clearly and concisely, both orally and in writing (A)	R

#### 4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency required to perform assigned duties.

Driver's License

#### 5. BUDGET RESPONSIBILITY

List any responsibility for Budgets. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

Preliminary monitoring and recording of funding and spending for EIR contracts on a monthly basis to ensure proper disbursements of EIR funds and to avoid expenditures on unauthorized or out-of-scope tasks.

#### 6. HARDWARE & SOFTWARE/APPLICATIONS

List the primary computer hardware and software applications that will be used in the performance of assigned duties and the level of responsibility the incumbent will have.

##### Hardware

Personal Computer  
File Cabinets for Filing  
Copier  
Scanner  
Calculator

##### Frequency

80%  
8%  
5%  
5%  
2%

##### Software/applications

Microsoft Office software programs, including Outlook, Word,  
Excel, Powerpoint, and Publisher  
Sitecore (web posting program)

##### Frequency

60%  
10%

PLUS (land use program)  
SIRE (digitizing program)

20%  
10%

## 7. CONTACTS

List those people this position will have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

### A. Inside the organization

Contact	Purpose	Frequency
Board of Supervisors	Hearing; project information distribution for review and/or noticing	As needed
CEO	Contract signing; project information distribution for review and/or noticing; scheduling for meeting	As needed
County Counsel	Contract signing; project review; meeting schedule; legal advice on CEQA statute; legal document review	As needed
CDRA and Other County Departments	Project information distribution for review and/or noticing; scheduling for meeting; project updates	As needed

### B. Outside the organization

Contact	Purpose	Frequency
Agencies associated with each project, including Federal, State, local, and public services	Project information distribution for review and/or noticing; scheduling for meeting	As needed
EIR Consultants	Project information distribution for review and/or noticing; scheduling for meeting; coordination for preparation of EIRs; project updates	As needed
Project Applicants/Owners	Project information distribution for review and/or noticing; scheduling for meeting; project updates; general customer service and coordination	As needed
The Public	General customer service; project information distribution for review and/or noticing	As needed

## 8. DECISION MAKING

A. List some examples of decisions or commitments regularly and independently made in the performance of assigned duties.

To make appropriate decisions when project information is not clearly defined in the project material received.

To complete tasks on time with accuracy to support the agency's policies, goals and values when supervisor(s) are unavailable.

To identify and interpret application materials for proper distribution as well as alerting management of critical project-related issues as needed.

To troubleshoot and find workable solutions when conflicts arise or assignments past due.

To use resources and tools available effectively to monitor project progress, especially in the preparation of time-sensitive CEQA documents.

Participate in the design of workflow and function in the current CDRA data management and archival programs (PLUS/Accela/SIRE)

Others (see attached job description)

### **9. SUPERVISION EXERCISED**

A. Does this position serve in a supervisory capacity over others?  
Please list the job title(s) this position will exercise supervision over.

None, besides editing written work performed by staff when compiling environmental documents or forwarding comments

B. What Kind of Supervision IS Exercised?  
Please check the statements that apply to this position.

- ☒ Train others in assigned duties
- ☒ Assign work to other employees
- ☒ Review the work of other employees
- ☐ Evaluate the work of other employees
- ☐ Provide information on employee evaluations
- ☐ Conduct employee performance evaluations
- ☐ Recommend disciplinary action for employees
- ☐ Formally discipline employees
- ☐ Recommend hiring and firing of employees
- ☐ Hire and fire employees

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of the position being requested.

*Maywan Krach*

Submitted by

August 9, 2013

Date

*James E. C. Smith*

Signature of Appointing Authority

8-14-13

Date





**COUNTY OF PLACER**  
**Community Development/Resource Agency**

Michael J. Johnson, AICP  
Agency Director

**ADMINISTRATION**

**TO: Janeen Dupree, Personnel Analyst II**

**FROM: Loren E. Clark, Assistant Director CDRA**

**RE: Maywan Krach PIQ Supplemental Information**

**DATE: December 23, 2013**

The following information is provided as an addendum to the information contained in the PIQ prepared by Maywan Krach on August 9, 2013. This supplemental information is being provided following a discussion with CDRA management staff and yourself on December 12, 2013 when the initial findings of the CD Technician classification study were presented. At that meeting there was a lengthy discussion as to whether or not these initial findings adequately addressed the differences between the routine duties of Assistant/Associate CD Technicians and the work of the environmental coordinator working under the Associate CD Technician job description. In particular, this addendum to the PIQ will focus on the following areas:

- Level of responsibility
- Complexity of duties assigned
- Independence of action taken
- Time spent performing lead duties
- Complex duties in the planning/building/engineering/surveying functions
- Duties that demonstrate competencies in multiple specialized areas of the permitting process
- Any other tasks/duties as it relates to the scope of work for this position

The focus of this addendum is not on the performance of Maywan Krach as the Environmental Coordination Services Technician but on the job itself and whether or not the roles and responsibilities associated with this position are sufficiently different as to warrant the consideration of a reclassification of this position to a Senior CD Technician.

Level of Responsibility – The environmental coordinator is an essential position within CDRA for the processing of all environmental documents and correspondence related to the County's role as a lead agency under the California Environmental Quality Act (CEQA). The environmental coordinator's role is supported by the technical duties assigned to an Assistant/Associate CD Technician under the name of "Environmental Coordination Services Technician". Coordination activities are also associated with the pre-development process as well as general coordination on activities related to CEQA (e.g., distribution of documents and preparation of documentation on other jurisdiction's activities related to CEQA). The person acting as Environmental Coordination Services Technician is responsible for a number of activities that require near flawless implementation including the following:

- Insuring that local and state mandatory time frames are met,
- Insuring that documents prepared and distributed are internally consistent and accurate,
- providing timely and accurate support to CDRA staff, County Counsel, and the public on public record requests (including legal counsel to applicants or other affected parties)
- Identification of project-related issues and problems for consideration by the assigned staff and CDRA management,
- Updating the County's Environmental Coordination Services web page,
- Collection and tracking of statistical data on CEQA activities for staff, CDRA management and Board of Supervisors updates,
- contract administrative support for CDRA staff, consultants and project proponents, and
- interagency and interdepartmental coordination

The above activities mirror many of the other activities of other CD Technicians as it relates to the task at hand (e.g., collecting and collating documents prepared by others). The difference lies in the need to understand what the documents are, their relationship to a complicated set of administrative procedures and to be able to identify deficiencies, inconsistencies, impacts on timelines, etc. that can influence the overall process. In that CEQA is the most litigated of all activities under the supervision of CDRA, the need to "get it right" has greater implications for the County than many other activities conducted by CD Technicians.

Complexity of Duties Assigned – CEQA is widely recognized as one of the most complex regulatory and administrative statutes in the State of California. The CEQA process is governed by local ordinance (Placer County Environmental Review Ordinance), State law (both the CEQA Guidelines and Public Resources Code statute) and a significant amount of case law; much of which is in a constant state of change. Familiarity with the overall decision making framework associated with CEQA is needed to insure that the preparation of CEQA-related documents is completed accurately, consistently and on time. While it is the role of the planner to authorize final distribution of documents prepared by the County, and to insure accuracy and consistency, the Environmental Coordination Services Technician has the initial responsibility to compile, review and prepare the documents for the planner's review.

Land development in general is a complicated process involving a myriad of administrative rules and statutes. The majority of the responsibilities for this process lie with the professional staff supported at the clerical and technical level. The majority of the clerical and technical support is insuring professional staff has a complete application and that basic processing activities are carried out by the support staff. The Environmental Coordination Services Technician provides that level of support and goes further by insuring that the complex administrative and legal procedures are met. To know and understand CEQA and CEQA administrative procedures is an essential component of CDRA's administration of the environmental review process. Very few individuals are truly proficient with the knowledge and understanding of these procedures within CDRA and it is an expectation of the agency that the planner who serves as the Environmental Coordinator has this knowledge and understanding as well as the Environmental Coordination Services Technician. This is not an expectation placed on any other CD Technician staff in their respective roles.

Independence of Action Taken – Because the Environmental Coordination Services Technician is a single person without clerical support, there is a significant amount of autonomy required by the position. While other CD Technicians make independent decisions on a regular basis, the nature of

those decisions does not have the same implications to the County if we fail to adequately meet our obligations under state guidelines for CEQA (e.g., litigation has been won and lost in the County as the result of administrative processing of CEQA documentation).

Additionally, as noted above, each portion of the environmental review process requires careful adherence to time-sensitive procedures. With many documents being prepared at one time, it is essential that the Environmental Coordination Services Technician be able to operate independently in order to make timely decisions. Professional staff simply does not have the time to make each of those decisions and must rely upon technical staff for that support. These decisions must be made by a staff person who has the technical skills and knowledge of the CEQA process. They must be made with little oversight, and often in direct response to conditions that require immediate action.

Lastly, much of the work that is processed by the Environmental Coordination Services Technician is attorney-client privileged or are not a part of the administrative record (e.g., administrative draft documents and cultural resource reports) and it is necessary for the Technician to understand which documents are available for public review and which are not.

#### Time spent performing lead duties

Because the Environmental Coordination Services Technician position is focused on a specific set of tasks, virtually all of the time spent is on lead duties related to CEQA processing and pre-development coordination. The background, experience, and training that are required for the Environmental Coordination Services Technician results in the focus on these specific lead duties and not the general agency-level of support found with other CD Technicians.

#### Complex duties in the planning/building/engineering/surveying functions

As noted above, administration of CDRA's CEQA process involves a complex set of duties. Rather than summarizing that process here, there are three attachments to this report that effectively describe the process related to CEQA review and entitlement processing.

The County's environmental review process is depicted in Attachment A to this memorandum. The overall land development entitlement process is depicted in Attachment B. Attachment is the description of the Environmental Coordination Services Technician roles and responsibilities from the manual that is used to guide CDRA on all matters related to CEQA processing. Attachment D is the Environmental Coordination Services Technician's Handbook (a portion of the manual referenced above) which is unique to this position and outlines all of the procedures that must be adhered to in order to process CEQA projects. Attachment C also includes the processing of pre-development meetings as the first step in the environmental review process.

Note, the focus for those tasks is more related to the activities of Planning and Engineering (and other County departments and state/federal agencies) than to Surveying and Building.

#### Duties that demonstrate competencies in multiple specialized areas of the permitting process

The Environmental Coordination Services Technician must be proficient not only in CEQA administrative procedures but also the land development process in general including the roles and responsibilities of other County departments and outside agencies. A technical knowledge of land use law, local land development ordinances is required (e.g., Zoning Ordinance and Subdivision Ordinance) for all CD Technicians. The Environmental Coordination Services Technician must also

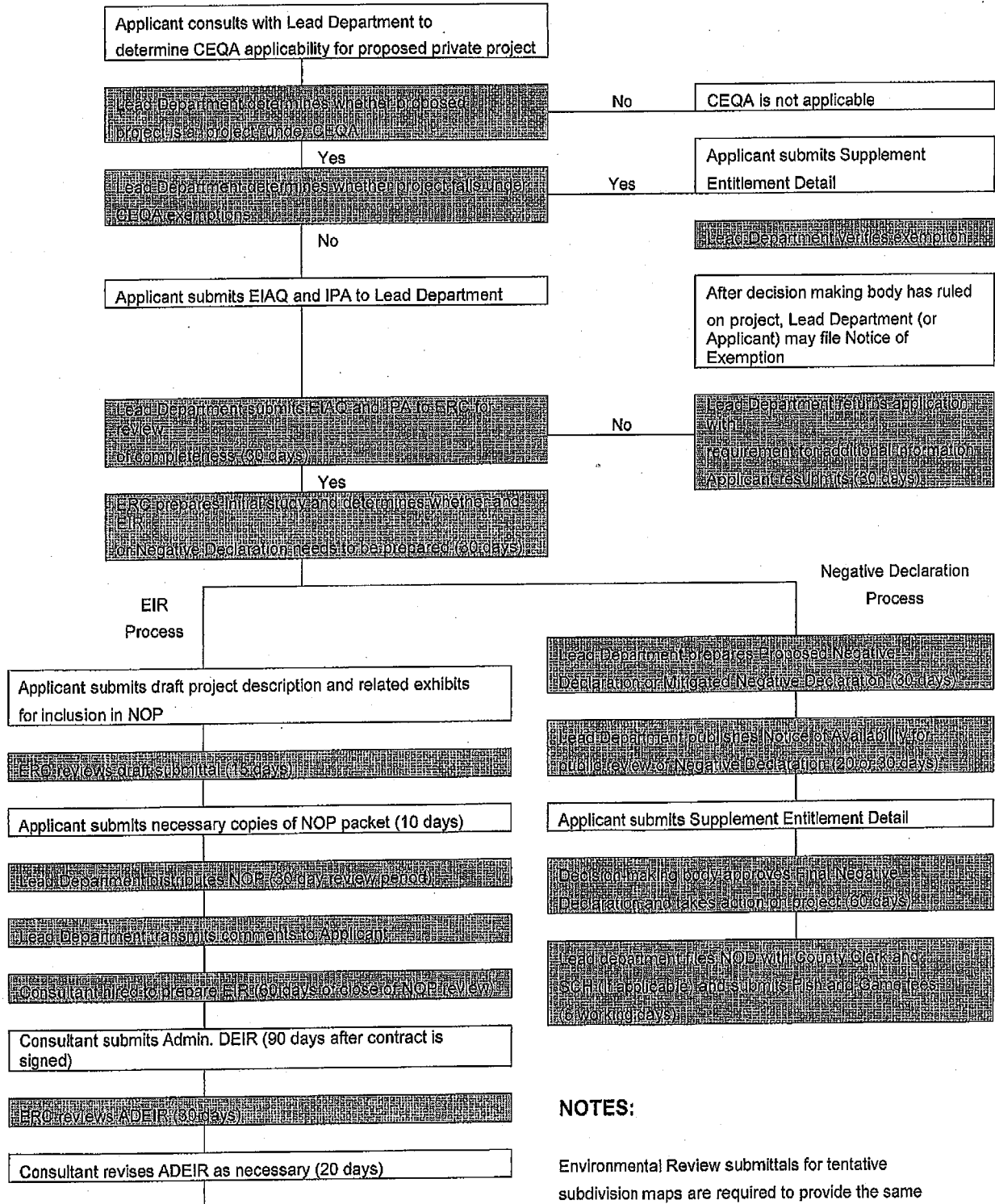
understand the interrelationships between the various statutes as it relates to the overall process and the implications for decisions that are made.

Any other tasks/duties as it relates to the scope of work for this position

In summary, the Environmental Coordination Services Technician works in a unique and important position in CDRA; one that is different from the other technical positions of CDRA because of the level of complexity, autonomous decision-making and level of interdepartment/agency interaction that is required. Unlike most CD Technician positions, where it is assumed that with minimal training employees can work within multiple disciplines, the Environmental Coordination Services Technician is a standalone assignment that requires a considerable amount of background and experience to perform well. It is also necessary to have the ability to organize information from a wide diversity of land development interests for months and sometimes years before a project is deemed complete and a decision can be rendered.

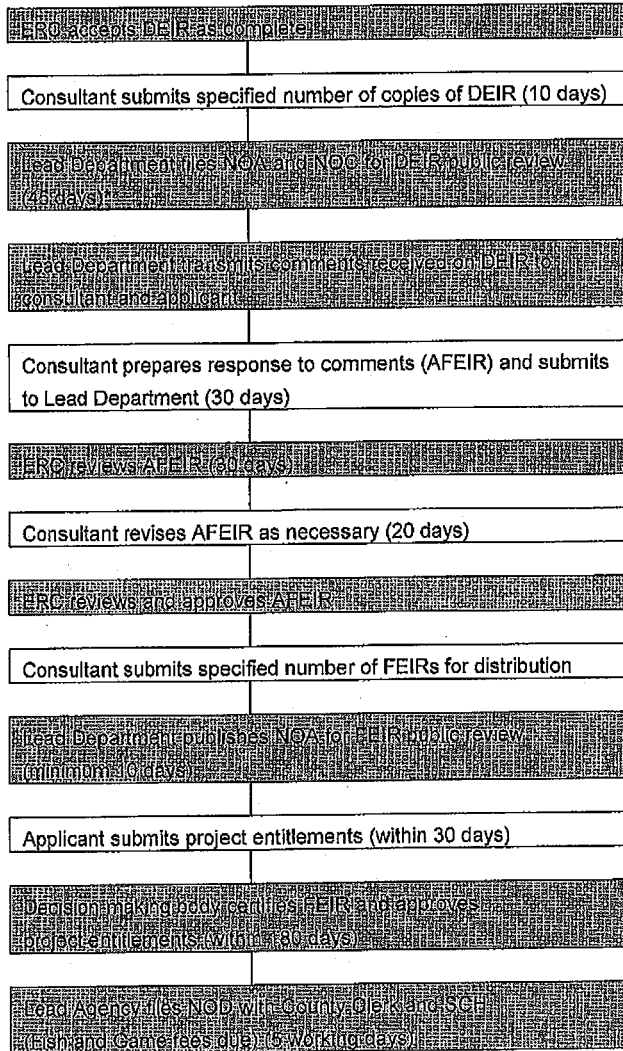
If there is additional information or clarification that can be provided feel free to contact me directly at ext. 3016.

# Attachment A PLACER COUNTY ENVIRONMENTAL REVIEW PROCESS



## NOTES:

Environmental Review submittals for tentative subdivision maps are required to provide the same



level of detail as required in Section 19.125/16.20.040 of the Placer County Subdivision Ordinance (Land Development Manual)

Timeframes may be suspended, at the applicant's request, for a cumulative total of six months per project.

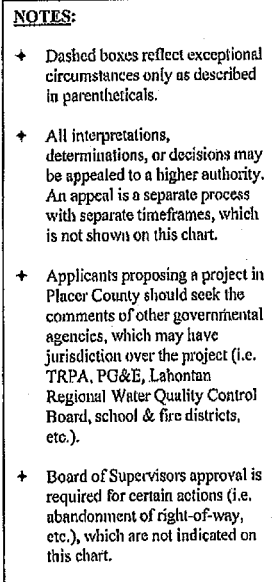
Supplemental Entitlement Detail - The project application(s) (i.e. Conditional Use Permit, Variance, Tentative Map, etc.) shall be submitted within 30 days from the date the Final EIR is published.

Notice of Determination - Posting of this Notice starts a 30-day statute of limitations period for legal challenges to the agency's decision. If an NOD is not filed, the statute of limitations period for legal challenges is 180 days.










\* Public review of Negative Declarations is 20 days; unless one or more state agency will be a responsible or trustee agency, or where a project is of statewide, regional or areawide significance, and all projects within the Tahoe Basin, then the public review is 30 days.

\*\* Public review for DEIRs is 45 days unless the County requests, and the SCH approves, a shorter review period of at least 30 days. The maximum review period is 120 days.

## LAND DEVELOPMENT PERMIT PROCESS



- PROCESSES:**

- |   |  |
|---|--|
|  | Negative Declaration                             |
|  | Environmental Impact Report                      |
|  | General Plan Amendment/Re zoning & Specific Plan |
|  | Major Subdivision (5 lots or more)               |
|  | Use Permit/Variance                              |
|  | Air Pollution Control District                   |
|  | Building Permit                                  |
|  | Minor Land Division (4 lots or less)             |
|  | Minor Boundary Line Adjustment                   |

**Attachment C**  
**Environmental Coordination Services Technician**  
**CDRA Job Responsibilities**

Ability to

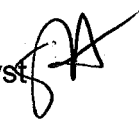
- Exhibit adequate knowledge and familiarity with the County's Environmental Review Ordinance (Chapter 18) and the California Environmental Quality Act
- Work independently in the processing of discretionary projects subject to CEQA; assist in the preparation of all CEQA documents, such as Environmental Impact Report, Negative Declaration, Notice of Determination, and Notice of Exemption; complying with all public noticing requirements, such as Notice of Intent and Notice of Availability
- Identify and interpret application materials for proper distribution as well as alerting management of critical project-related issues; manage staff deadlines in a time-sensitive environment
- Make appropriate decisions when project information is not clearly defined
- Complete tasks on time with accuracy to support Community Development Resources Agency's policies, goals and values
- Effective use of resources and tools available to monitor project progress
- Troubleshoot and find workable solutions when conflicts arise or assignments past due
- Maintain a strong, competent liaison among applicant/owner, County staff, EIR consultants, public agencies, and private citizens

Duties & Responsibilities

- Customer service, including but not limited to the following,
  - respond to email/phone/over-the-counter inquiries from all interested parties on CEQA processing, project information and associated coordination such as PRA requests
  - schedule meetings and conference calls, prepare sign-in sheet for Pre-development, ERC, Kick-off, Scoping and other Planning and CEQA-related meetings
- Office work, including but not limited to the following,
  - be the County contact point for Pre-development Meeting process and all CEQA-related projects
  - check mail/email
  - maintain project file (including Specific Plan projects on Planning's behalf)
    - ✓ establish and organize project file
    - ✓ chronicle project history within project file and/or through Outlook
    - ✓ clean and purge project information upon approval
    - ✓ digitize project file according to County standards
  - general filing, copying, scanning
  - maintain electronic templates and project files on County network system (O and T drive)
  - maintain county-wide, as well as project-specific, notification lists (postal and email)
  - maintain and update ECS Procedural Manual and Technician's Manual
  - order supplies
- Process Predevelopment Meeting Requests
  - review, accept, and log in application for distribution
  - schedule meeting to include all ERC members and applicant team
  - prepare sign-in sheet
  - send final checklists to applicant
  - digitize project file according to County standards



# MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**By:** Suzanne Holloway, Senior Personnel Analyst   
**Date:** March 9, 2015  
**Subject:** Revisions to Chapter 3 of Placer County Code relating to the County's Public Agency Eligible List (PAEL) program

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**Recommendation:**

It is recommended that the Civil Service Commission approve the proposed revisions to Section 3.08.720B of the Placer County Code as they relate to the County's Public Agency Eligible List (PAEL) program.

**Basis for Recommendation:**

In January 2005 a presentation and briefing on the County's Workforce Planning effort was provided to the Board of Supervisors, who directed staff to bring back specific policy recommendations regarding recruitment, retention, training, and other related employment issues in order to "provide efficiency, effectiveness, and expediency to the recruitment process while adhering to merit principles." Included in this directive was the recommendation that the County "pursue changes in testing methods to consider candidates performing similar functions in other merit system agencies as adequately tested, which could reduce or eliminate the selection burden and expedite hiring processes."

In July 2005 the Civil Service Commission approved various changes and updates to the Placer County Code which were in direct response to the Board's request and the Countywide Workforce Planning Initiative. One of these changes was the creation of the County's Public Agency Eligible List (PAEL) program, which allowed employees of other public agencies operating under a merit system to apply for placement on a lateral transfer list so that they may be interviewed and considered for Placer County positions that were comparable to what they were currently performing. In order to be eligible for this program, applicants would need to present documentation that they were employed in good standing in a job that was comparable to the County position being sought and that placement in the position was the result of a competitive/ranking process. The PAEL program achieved the directives set forth by the Board in that departments were allowed to consider applicants performing comparable jobs for other agencies without requiring them to re-test with Placer County and over the years have had positive results.

Recently it has been observed that there has been a slight decline in the number of employees from other public agencies that are interested in coming to work for Placer County. One contributing factor in this decline has been the recent passage of the Public Employees' Pension Reform Act (PEPRA), which has resulted in a reduced retirement benefit and increased retirement ages for employees of public agencies hired after January 2013, potentially causing permanent public agency employees to be less willing to leave their current employer. Additionally, experienced employees working for other agencies in an extra help capacity currently would not qualify for the PAEL program, even if the employment being sought is on an extra help basis. This has been particularly evident for law enforcement related positions, where sworn staff from other agencies who have retired and are currently working extra help have expressed interest in an extra help assignment with Placer County and are ineligible for PAEL.

**Proposed Revisions:**

In order to allow for additional qualified employees of other agencies to be considered for appointments via the PAEL process, proposed changes to Chapter 3 are recommended below as underlined:

**3.08.720 Eligible lists.**

- A. Eligible lists shall be established as a result of examinations open to all persons who lawfully may be appointed to any position in the classified service within the class for which examinations are held and who meet the minimum qualifications requisite to the performance of the duties of such position as prescribed by the specifications for the class.
- B. Transfer of Eligibility. Upon approval of the personnel director, the names of individuals in the classified or unclassified service of another public agency operating a civil service or merit system may be placed on lateral transfer/other agency eligible list(s) for the comparable classes in the Placer County classified service.

In each case, the following conditions must be met:

- 1. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications and be substantially similar in job assignment and responsibility;
- 2. Prior to the first day of employment, the individual must submit documentation from the other qualifying public agency confirming that:
  - a. The individual had been employed by the ~~other~~ public agency within one year prior to the date of his or her application to Placer County,
  - b. If classified, the individual- held permanent status at some point in his/her career with the agency in a comparable job assignment,

- c. If unclassified, the individual had been employed by the agency in a qualifying assignment for a minimum of six months,
  - d. The employment record of the individual has been satisfactory,
  - e. The individual has not been separated for cause,
  - f. The individual was appointed to the class from an eligible list resulting from a qualifying or competitive examination,
  - g. If not currently employed by the other agency, the individual is eligible for reinstatement to the prior agency;
3. The names of such individuals shall be placed on the lateral transfer/other agency eligible list and managed in accordance with Sections 3.08.170 (Definitions); 3.08.1090 (Separation and reinstatement) and 3.08.1150 (Reinstatement following resignation or voluntary demotion) of this article.

The proposed changes maintain adherence to Merit System principles while allowing departments additional applicants/resources to consider when supplementing their eligible applicant pool, particularly when extra help assignments are needed. As is the current practice, appointments would still be based upon departmental needs, final selection/hiring interviews, adherence to current laws and regulations regarding extra help and retiree status, and would recognize applicants' prior completion of a formal examination and ranking process.

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission

**Through:** Lori Walsh, Personnel Director

**From:** Kellie Craig, Executive Secretary

**Date:** March 9, 2015

**Subject:** Work-Out-of-Class Pay

=====

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
Administrative Services	Jeff Tudor	04/11/15 – 10/16/15	180 days
Sheriff's Office	Kevin Adams-Carter	03/16/15 – 09/18/15	180 days
Sheriff's Office	Nicole Edwards	03/16/15 – 09/18/15	180 days

**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Jerry Gamez – Administrative Services  
Ed Bonner – Sheriff's Office

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF Administrative Services**

**TO:** Lori Walsh, Interim Personnel Director  
**FROM:** Jerry Gamez, Director of Administrative Services  
**DATE:** April 18, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

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**ACTION REQUESTED**

Employee's Name:	Jeff Tudor
Current Classification:	Information Technology Analyst II
WOC Classification:	Information Technology Supervisor
Initial WOC Effective Date:	December 19, 2013, PP14, FY13/14
Requested Extension Effective Date:	April 18, 2015, PP 23, FY14/15
Approximate Number of Days:	180
Approximate End Date (End of pp):	October 16, 2015 PP 8, FY15/16
Reason for WOC Request:	

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project    | <input checked="" type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement       | <input type="checkbox"/> No Request to Fill Vacancy       | <input type="checkbox"/> Request to CEO to Fill Vacancy                   |
| <input type="checkbox"/> Fill Behind WOC              | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave                       |

**BACKGROUND**

The purpose of this memo is to request approval to continue to work Jeff Tudor out-of-class as an Information Technology (IT) Supervisor within the Information Technology Division's Security Services Team of the Administrative Services Department for a period of up to 180 days beginning April 18, 2015. The allocation recommendations of the recently performed IT Classification Study recommend that Jeff Tudor's position be reclassified to an Information Technology Supervisor. Until the time that the study is adopted by the Commission and the Board of Supervisors the department requests a 180 day extension. The work out of class assignment will end once the study recommendations are implemented.

The IT Supervisor provides direct supervision over four Information Technology Analysts. The program supervised by this position includes the day-to-day management of the Security Services Team which is responsible for the administration, support and maintenance of Information Security systems, personnel-related Internet and Email audits, systems forensics, high-level network and system trouble shooting, and project management for information security projects such as the Firewall Replacement and Virtual Private Network projects. The Security Services Supervisor, as a member of the County's management team, also has responsibilities related to the forecasting and administration of the Security Services program budget. Having Jeff Tudor work at this level is critical to providing supervision and direction to staff, coordinating the daily workload assignments, and ensuring that project and budget targets, including those related to IT consolidation initiatives, successfully fall within time and cost projections. We are requesting that Jeff Tudor continue his WOC assignment as an Information Technology Supervisor over the Security Services Team. This request will provide the department ample time to evaluate alternate staffing models for the Security Services Team, consistent with industry best practices and any recommendations resulting from the IT Classification Study that is currently under way.

Jeff Tudor meets the minimum requirements of Information Technology Supervisor.

### **RECOMMENDATION**

It is therefore recommended that Jeff Tudor, Information Technology Analyst, be approved to receive WOC pay as an Information Technology Supervisor effective October 18, 2014, PP 10, FY14/15. This WOC assignment will result in an approximate increase of 5%.


### **AUTHORITY**


In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

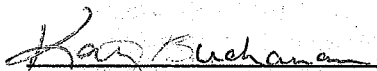
### **PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employees are to be rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must for notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submitted the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

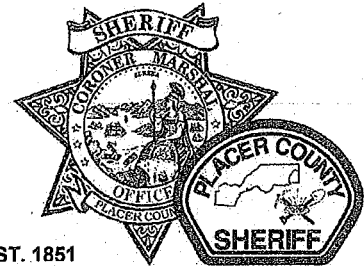
*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

 2/18/15  
Appointing Authority Date  
Jerry Gamez  
Director  
Administrative Services Department

 2/19/15  
Employee Date  
Jeff Tudor  
Information Technology Analyst II

 2/18/15  
Supervisor Date  
Kathy Buchanan  
Deputy Director of Information Technology  
Administrative Services Department

PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



EST. 1851

**EDWARD N. BONNER**  
SHERIFF-CORONER-MARSHAL

**TO:** Lori Walsh, Personnel Director  
**FROM:** Mark Giacomini, Administrative Services Manager *[Signature]*  
**DATE:** February 23, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay Extension  
Kevin Adams-Carter, Administrative Legal Clerk Journey

**ACTION REQUESTED**

Employee's Name: Kevin Adams-Carter  
Current Classification: Administrative Legal Clerk Journey  
WOC Classification: Administrative Legal Clerk Senior  
Initial WOC Effective Date: 03/22/2014 (pp.21)  
Requested Extension Effective Date: 03/16/2015 (pp. 20)  
Approximate Number of Days: 180 days  
Approximate End Date (End of pp): 09/18/2015 (pp. 7)  
Reason for WOC Request:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence      | <input type="checkbox"/> Peak Workload/Special Project    | <input type="checkbox"/> Pending Reclassification/Reallocation     |
| <input checked="" type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy       | <input checked="" type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC                   | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave                |

**BACKGROUND**

Our Corrections Facility Records and Support Unit has been working Ms. Adams-Carter in a work-out-of-class assignment as the incumbent Administrative Legal Clerk Senior was out on an extended leave of absence. This incumbent has since retired and this position is vacant. Our agency has received approval to begin a recruitment and until such time that we can fill this vacancy from the established eligibility list, we are requesting approval to extend the current work-out-of-class assignment for Ms. Adams-Carter. It remains necessary, with the both Auburn and South Placer Jail facilities operating, for our agency to maintain adequate supervisory staff.

**RECOMMENDATION**

It is therefore recommended that Kevin Adams-Carter, Administrative Legal Clerk Journey, be approved to continue receiving WOC pay as an Administrative Legal Clerk Senior effective 03/16/2015, pay period 20, for an additional 180 days. This WOC assignment will result in an approximate increase of 5 %. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.


## AUTHORITY


In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)


## PROVISIONS FOR WOC ASSIGNMENTS

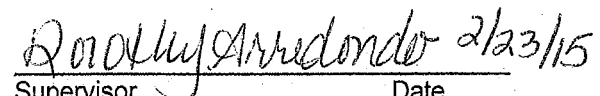
- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

  
\_\_\_\_\_  
Appointing Authority                      Date  
Edward N. Bonner  
Sheriff-Coroner-Marshall  
Placer County

  
\_\_\_\_\_  
Employee                                      Date  
Kevin Adams-Carter  
Administrative Legal Clerk

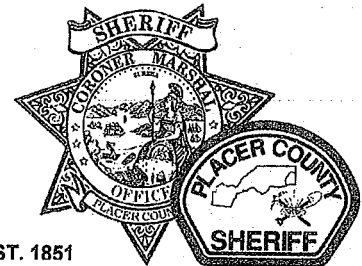
  
\_\_\_\_\_  
Corrections Commander                      Date  
Don Hutchinson  
Sheriff's Captain  
Placer County Sheriff's Office

  
\_\_\_\_\_  
Supervisor                                      Date  
Dorothy Arredondo  
Corrections Support Program Manager  
Placer County Sheriff's Office

MG:nh



PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



EDWARD N. BONNER  
SHERIFF-CORONER-MARSHAL

**TO:** Lori Walsh, Personnel Director  
**FROM:** Mark Giacomini, Administrative Services Manager *MG*  
**DATE:** February 23, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay Extension  
Nicole Edwards, Administrative Legal Clerk Journey

**ACTION REQUESTED**

Employee's Name: Nicole Edwards  
Current Classification: Administrative Legal Clerk Journey  
WOC Classification: Administrative Legal Clerk Senior  
Initial WOC Effective Date: 03/22/2014 (pp.21)  
Requested Extension Effective Date: 03/16/2015 (pp. 20)  
Approximate Number of Days: 180 days  
Approximate End Date (End of pp): 09/18/15 (pp. 7)  
Reason for WOC Request:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project    | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement       | <input type="checkbox"/> No Request to Fill Vacancy       | <input type="checkbox"/> Request to CEO to Fill Vacancy        |
| <input checked="" type="checkbox"/> Fill Behind WOC   | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave            |

**BACKGROUND**

Our Corrections Facility Support Unit has been working one of our Administrative Legal Clerk Seniors in a work out of class assignment in a higher capacity to cover the Corrections Support Program Manager until recently filled, and most now, to fill an Administrative Legal Supervisor position recently added to the Corrections Support Unit to assist with the supervisory needs of the two Correctional Facilities. The continued consequences of this assignment has meant that the unit continues to be short one additional administrative legal senior, making day to day supervision of current shift staffing difficult. We have requested to begin a new recruitment to initiate the process to fill the Administrative Legal Supervisor position, and subsequently, the Administrative Legal Clerk Senior position. However, in the meantime, it is necessary for us to continue working our staff in their current assignments thus continuing the need for this extension.

**RECOMMENDATION**

It is therefore recommended that Nicole Edwards, Administrative Legal Clerk Journey, be approved to receive WOC pay as an Administrative Legal Clerk Senior effective 03/16/2015, pay period 20. This WOC assignment will result in an approximate increase of 5 %. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.


## AUTHORITY

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## PROVISIONS FOR WOC ASSIGNMENTS

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- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

 2-23-15

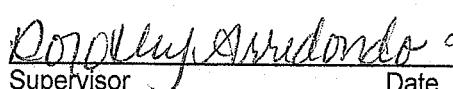
Appointing Authority      Date  
Edward N. Bonner  
Sheriff-Coroner-Marshall  
Placer County

 2/23/15

Employee      Date  
Nicole Edwards  
Administrative Legal Clerk

 2/23/15

Corrections Commander      Date  
Don Hutchinson  
Sheriff's Captain  
Placer County Sheriff's Office

 2/23/15

Supervisor      Date  
Dorothy Arredondo  
Corrections Support Program Manager  
Placer County Sheriff's Office

MG:nh